

March 23, 2012

To: Executive Board

Subject: **ESMS Program Gap Audit Results**

Recommendation

To receive and file a summary of the Environmental and Sustainability Management System (ESMS) Gap Audit Results.

Analysis

Foothill Transit was accepted into the 2011 Federal Transit Administration ESMS Institute for transit agencies. This program is funded by the FTA and administered by Virginia Polytechnic Institute and State University (Virginia Tech). An ESMS is a comprehensive set of procedures, based on an adopted environmental policy that manages an organization's environmental impacts in a strategic and documented manner. Foothill Transit's ESMS serves as a tool for improving environmental performance through the formulation of an environmental policy, the identification of the agency's significant environmental impacts, and subsequently, the recognition of environmental objectives and targets related to the significant aspects identified.

Throughout the first year of the two-year implementation program, Virginia Tech has aided Foothill Transit in the development and implementation of an ESMS at the Arcadia Operations and Maintenance Yard, using the International Organization for Standardization (ISO) 14001:2004 environmental management standards.

As part of the ESMS Institute, Virginia Tech provided Foothill Transit with the opportunity to have an interim one-day assessment of our ESMS development and implementation progress. The goal of the "Gap Audit" is to help the team identify areas in need of improvement (or completion) in preparation for the final ESMS audit that will be held in July 2012. This assessment is in line with the ESMS principle of "continual improvement," and is but a snapshot in time.

The objectives of the ESMS Audit are to determine whether the facility:

- Is conforming to the ISO 14001 standard;
- Has properly implemented and maintained its ESMS;
- Identifies areas of potential improvements in the ESMS; and
- Contains a management review process to ensure the continuing sustainability and effectiveness of the overall ESMS.

Listed below is the percentage of requirements *met, partially met, and not met* with respect to meeting the requirements of an ESMS as specified in the ISO 14001 standard.

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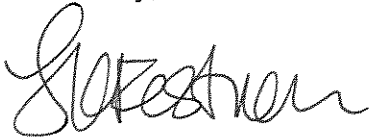
Percent of requirements “Met”	42%
Percent of requirements “Partially Met”	42%
Percent of requirements “Not Met”	16%

Scores deemed *partially met* or *not met* were scored this way only because Foothill Transit has not fully completed its first full ESMS cycle. **The results of this Gap Audit reveal that Foothill Transit is on track** to have all requirements evaluated as *met* by the time of the Final Audit in July.

Budget Impact

The training workshops, on-site technical support visits, resources, and consultation from FTA and Virginia Tech necessary to implement this program are fully funded by the FTA, and do not impact Foothill Transit’s budget.

Sincerely,



Lauren Festner
Sustainability Manager



Doran J. Barnes
Executive Director